

VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF WISCONSIN

**The Office of the Clerk of Court is now accepting applications
for the position of:**

***PRO SE* LAW CLERK PART-TIME, LIMITED APPOINTMENT**

Appointment for temporary part-time (20 hours per week) *Pro Se* Law Clerk position.

POSITION DESCRIPTION:

The *Pro Se* Law Clerk provides legal advice and assistance to the court in connection with prisoner petitions and complaints. The duties and responsibilities of the *Pro Se* Law Clerk include the following: performs substantive screening after filing of all prisoner and inmate petitions and motions, including civil rights complaints and habeas corpus petitions; drafts appropriate recommendations and orders for the court's signature; reviews all complaints, petitions and pleadings that have been filed to determine issues involved and basis for relief; performs research, as required, to assist the court in preparing opinions; maintains liaison between the court and litigants; corresponds with other officials, as required; evaluates present procedures to determine innovations for increasing the effectiveness in handling complaints, petitions and pleadings; reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the court of those cases where action by the court is appropriate; compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases; advises appropriate personnel on the status of particular cases; identifies problem areas, makes recommendations and offers solutions, as required by the court, Administrative Office, and other officials; keeps abreast of changes in the law to aid the court in adjusting to new legislation in the *pro se* area; provides information, guidance and advice to judges, magistrate judges and other personnel working in the *pro se* area.

MINIMUM QUALIFICATIONS:

To qualify for the position of *Pro Se* Law Clerk, a person must be a law school graduate (or certified as having completed all law school studies and requirements and merely awaiting conferment of degree).

EDUCATIONAL SUBSTITUTIONS:

Recruitment could be at Grade 11 based upon graduation (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree) and standing within the upper third of the class from a law school on the approved list of the American Bar Association or that of the Association of American Law School; or experience on the editorial board of a law review of such school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an LLM degree; or demonstrated proficiency in legal studies which, in the opinion of the court, is the equivalent of the above.

SALARY:

Salary is based upon qualifications and experience.

APPLICATION REQUIREMENTS:

Send letter, resume, copy of transcript, and writing sample to:

Sofron B. Nedilsky, Clerk
United States District Court
Eastern District of Wisconsin
517 E. Wisconsin Avenue, Room 362
Milwaukee, Wisconsin 53202

Applications for this position must be received in the Clerk's Office by September 2, 2005.

AN EQUAL OPPORTUNITY EMPLOYER